



NATIONAL UNIVERSITY  
CENTER FOR STUDENT  
ENGAGEMENT & ACTIVITIES

# Student Organization Handbook

## 2021 THE COVID ERA



Prepared by  
PATRICIA R CARDOZO

Approved by  
NUSO Board of Directors

## National University Mission Statement

National University is dedicated to making lifelong learning opportunities accessible, challenging, and relevant to a diverse student population. Its aim is to facilitate educational access and academic excellence through exceptional management of University operations and resources, innovative delivery systems and student services, and relevant programs that are learner-centered, success-orientated, and responsive to technology.

National University's central purpose is to promote continuous learning by offering diverse instructional approaches, by encouraging scholarship, collaborative community service, and empowering its constituents to become responsible citizens in an interdependent, pluralistic, global community.

## A Note from CSEA Leadership During the COVID-19 Global Pandemic

The NUSO Board of Directors and the CSEA leadership team recognize that best practices, modalities of engagement, and the sense of community are being challenged by the COVID-19 global pandemic. Our goal is to continue supporting student organizations and co-curricular learning and engagement to create an enriching student experience. We thank student organizations for demonstrating leadership, a commitment to building community, and for their ability to remain nimble and engaged during these distressing times.



That's me, Patricia Cardozo, Associate Director of the Center for Student Engagement and Activities. I chair the NUSO BOD, which you'll learn about in this document. If you have questions, call me: 858.541.7714 or email [clubs@nu.edu](mailto:clubs@nu.edu).

## Center for Student Engagement and Activities (CSEA) Mission Statement

The National University Center for Student Engagement and Activities (CSEA) provides opportunities for student leadership development, and innovative 21st century best practices of community and university engagement. CSEA is dedicated to enhancing student engagement through development and promotion of student organizations and activities in an integrated academic environment. Such efforts are done in a collaborative fashion with faculty, students, staff, alumni, and the greater community. We create meaningful and diverse opportunities for student leadership development and engagement experiences that cultivate a strong, civic-minded workforce.

# Benefits of Student Org membership. NU Engage. Come together, even though we're apart.



Contribute to the CSEA Student Voice--our online student blog

**Effective Leadership Certificate of Completion**--club members can earn this through CSEAs exclusive pathway.

**SafeZones Certificate of Completion**--club members can earn this through CSEAs exclusive pathway.



Check out NU Speaker Series

Become a Mentor or Mentee

Join the Alumni Association (even as a student!) Bonus: Great opportunity to sit on a board!

# Student Learning Outcomes



Student org websites will have an SLO tab and upload artifacts that demonstrate their achievement of these outcomes. The picture of NUSNA LA above is a great demonstration of SLO 2 and 4.

By participating in student organizations at NU, students will:

- 1. Apply effective communication strategies for in-person and online interactions, including meetings, professional websites, and social media platforms.
- 2. Synthesize connections among experiences outside of the formal classroom (including life experiences, co-curricular, and academic experiences such as internships and travel abroad) to deepen understanding of fields of study and to broaden own points of view.
- 3. Evaluate and apply diverse perspectives to complex topics to demonstrate an empathetic understanding of multiple worldviews and cultures.
- 4. Utilize various leadership behaviors to support a constructive team climate, including teamwork and conflict resolution.

## An important message from our Legal/compliance team:

This guide is intended to be a summary of certain matters of interest to student organizations; its readers should be aware that:

- This handbook is not a complete statement of all procedures, rules, and regulations of National University. Please see the University catalog.
- National University reserves the right to change, without notice, any procedures, policies, and programs that appear in the Handbook; and
- The various colleges, schools, and departments of National University may have their own procedures and policies that apply to student organizations, provided they do not conflict with University policy.

More legal stuff:

This handbook was developed to introduce student organizations to the many resources and policies available when your club is registered with the National University Student Organization Board of Directors, which is the governing body that creates the policies and procedures implemented by CSEA. Registered student organizations remain independent voluntary student organizations and are not endorsed by National University. Registered student organizations are voluntary and fall under the purview of the NUSO BOD and must act in an appropriate and representative manner at all times. **All student organizations are under the purview of the NUSOBOD.**



^Pablo Fabian, Esq.

Attorney and Chair of Legal Requirements, NU Student Org BOD. For a lawyer, Pablo's pretty great.

# How to Start a Student Organization

## Membership requirements

### General Members:

Clubs must have a minimum of ten (10) currently enrolled students at National University.

General members must have a 2.0 minimum GPA.

### Club officers:

- completed at least 4.5 credits
- 2.7 GPA
- All officers must be in good academic and conduct standing.

### Alumni.

Alumni may become members- or maintain membership- of the student organization with voting rights.

Alumni are not permitted to hold office, unless the office is directly related to their role as alumni (i.e., Alumni Membership Director).

A student on academic or disciplinary probation may not hold office but may continue as a member.

1. Go to [nu.edu/csea](http://nu.edu/csea) to make sure your org does not yet exist. Be sure to see the [Starting a New Club section](#). We posted a bunch of resources for you.
2. Get your crew:
  - a. Get a minimum of 10 students,
  - b. one faculty or staff advisor to oversee the club, and
  - c. a bonus member: Alumni! Alumni is your link to the professional community.
3. When? Where? How?:
  - a. Decide on your date, time, and zoom ID
4. Register (click on the links below)
  - a. [Your club](#)
  - b. [Your members](#) (individuals must fill this out)
  - c. [Your Advisor](#) (your faculty or staff advisor must submit this.)
  - d. [Your club constitution](#)

Note: One member should be designated as the finance person who will be responsible for your club's funds. Another person will be the Interclub Council Rep. (That's the person who goes to monthly club meetings with reps from all clubs.)



NUSNA students at the California Student Nurses' Association Conference (Bonus: our team won a bunch of awards!)

**Check out this YouTube tutorial:  
[How to Start a Student Organization at NU for more!](#)**

# You have a student org. Now what?

Your check list to make your student org grow. Do this in the first 8 weeks.



**Create your website.** Here's a tutorial of Wix. Julia, our Coordinator, made this for [clubs on YouTube](#).

**Remember:** put your meeting zoom ID, date, and time on your website! (Monthly meetings that meet the same time work best.)



**Social media pages.** To support professional networking and the application of student leadership skills to professional success, clubs may create these spaces. Click here to download the social media best practices sheet.



**Blackboard.** Each student organization has its own blackboard organizational container. This is for your club documents (minutes, we put your financials in there, etc.). You can also use the collaborate feature for your meetings.



**Zoom or Collaborate.** Student orgs are not permitted to meet in-person. Please sign up for your [free zoom](#) account or use Blackboard collaborate, located in your student org container.



**Meet!** Get going meeting! Create your agenda, make your meeting minutes, and invite your friends! Need help? Email us!

National University clubs and student organizations are committed to **accessibility**. Please be aware that many National University staff, faculty, and students may require accommodation or may use assistive technology. Club presidents should not hesitate to contact Student Accessibility Services at (858) 521-3967 or [sas@nu.edu](mailto:sas@nu.edu) to request assistance in providing accessible meetings or events.



Julia, the Coordinator of CSEA, made all the video tutorials for clubs to get started. We love Julia!

Fun fact: Julia is the main SafeZones trainer on our campus. CSEA offers the SafeZones Certificate of Completion. Contact [clubs@nu.edu](mailto:clubs@nu.edu) and check out the [Pride@nu.edu](http://Pride@nu.edu) website.

Remember!: Clubs may record the meeting, if so desired. If a club decides to record a meeting, they must notify the participants before the meeting begins to afford the opportunity of participants to leave.



Dr. "JB" Robinson, Associate Director of Student Accessibility (and all around great guy).

**FYI: [Click here for Robert's Rules of Order](#). CSEA's suggested format for running meetings.**

# The Financial Section

Follow these guidelines. We are a 501(c)(3) non-profit, so make sure you do the following.



All reimbursements/expenses to student org members will be provided via check under that member's name. No student organization is authorized to make payments/ reimbursements/expenses to individuals/vendors/etc. without a W-9 on file.



Jen Keyes, CPA and CFO of NU. She's the NUSO Chair of Financial Requirements. Jen's probably the coolest accountant you'll ever meet.

## Collecting Funds

All registered student organizations at NU get a three digit account code. KEEP THIS!

Here's how it works:

1. Student orgs can fundraise using the Jotform Julia made. This is secure, though there is a fee attached. (Square payments should be reserved for in-person transactions, which are not permitted at this time.) Request the jotform in your club shell by emailing clubs@nu.edu.
2. After you collect payment, the money goes into the larger NU account. We use the three digit code at the end of the month to credit your student account the money you collected (from folks who buy your goods, members who pay fees, make a donation, etc.).
3. Francis (our NUS group accountant) sends Julia the club ledger, and she puts it into your financial section of your Blackboard container. This shows the amount of money you raised for the month and gives an accounting of your club's total balance.

## Reimbursing Club Members for Club Money Spent

Steps for reimbursement:

1. Fill out the Check Requisition Form (CRF) (found in your Blackboard Organization container and on the CSEA website). [**New rule: you don't need a club advisor to sign off--just make sure the two club members (president and treasurer) sign off--and send to CSEA (you're welcome!).**]
2. All required documents for the reimbursement/advance request must accompany the CRF (Check Requisition Form). They are:
  - a. Meeting minutes showing approval of reimbursement requests.
  - b. Receipts or invoices showing the amount spent. [These docs **must** show that money was paid (i.e., it cannot simply be a bill.)]
  - c. W-9 if you have never received a check from NU before.
4. Make sure to include your 3-digit account code on your request form
5. Submit the completed form to clubs@nu.edu with the supporting documentation.

All approved check requisition forms, following submission to CSEA, **will take approximately 30 business days to process.**

Don't forget: To be reimbursed, file a W-9 with CSEA, if we don't have one for you.

# The Financial Section FAQs



## What if we have club funds and we want to withdraw money to pay for an event or purchase things we need?

Clubs are permitted to withdraw their funds. Here's how:

1. Submit the Check Requisition Form (CRF), with all appropriate signatures, and the Board Minutes, approving the disbursement.
2. The student member in charge of financials must fill out the Check Requisition Form; it must be signed by all appropriate signatories.
3. Requests must be made at least 30 days before the funds are needed.

Email your documents to [clubs@nu.edu](mailto:clubs@nu.edu) for approval; if approved, they will be forwarded to NUS. All supporting documents must be included in the request.

After using the money, do this:

1. Submit all receipts within 15 days of purchase for the event for which funds were approved by the board to [clubs@nu.edu](mailto:clubs@nu.edu).

**If student groups fail to submit receipts by the 15th day after their approved activity, they will lose the privilege of accessing funds before an event.**





# The Financial Section FAQs



What if our club wants to organize an event with another club, but the proceeds go to a third party?

First, if that's the case, your orgs are amazing!

Next, do this:

1. **Email clubs@nu.edu with the minutes** from both student organizations.
  - a. [The minutes should contain the details of the event, the organization your orgs will be supporting, how much you will contribute, and any other information.]
2. **Set up the jotform** to collect funds for the third party.
3. **Fill out the CRF** to receive the funds. The name of the third party should accompany the CRF, along with their tax ID and/or W-9.

**After your event:**

1. **Donate funds** to the recipient within 30 days of the event via a CRF with the 3rd party's information.
2. **Make sure minutes show** the outcomes of the event (money raised, how many folks attended, and other important notes).

Can clubs solicit donations or sponsors for events or competitions?



Answer: Yes! We will need their tax ID, and they need ours. Here's the thing: we can't give them anything back [no advertising or any kind of monetary reciprocity (per IRS regs)], but you can recognize them on your website for being a donor, with their permission.

What if donors make a large contribution to our group?

**Contributions to your student organization larger than \$5,000 must go through NU's Office of Development**  
<https://giving.nu.edu/>

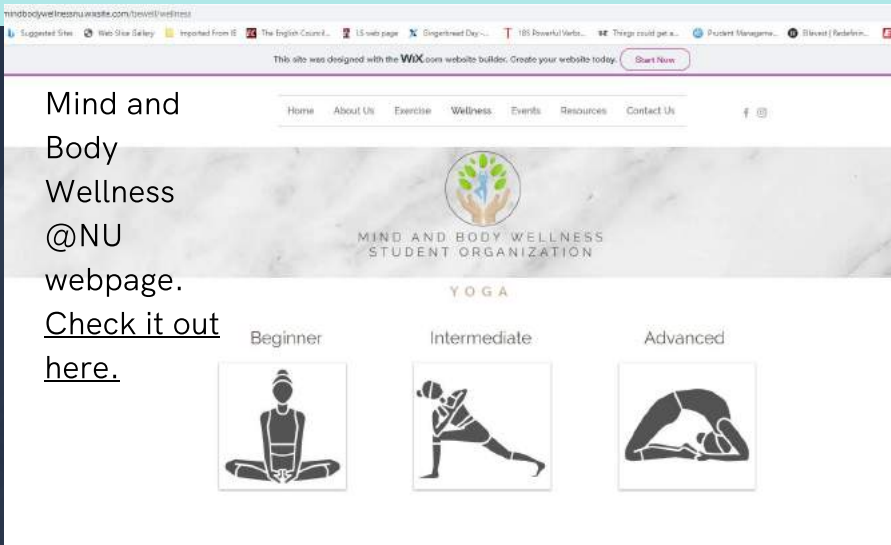
*If a club has funds in its account that it would like to donate to a non-profit, it may do so via vote, according to its normal process. The vote and authority must be recorded in the meeting minutes.*

What if our club wants to organize an event and the proceeds go to a third party?  
 <---Do that!

Shout out to:

Francis Keeler, NUS Group Accountant.  
 We all know Francis is amazing and gets your CRF done quickly.

# Mastering Social Media and the Policies



Mind and Body Wellness @NU webpage. [Check it out here.](#)

## Social Media Compliance Best Practices

Always be...

- Honest, clear, transparent and accurate
- Respectful, civil, thoughtful, and safe
- Protect personal information and confidentiality
- Use good judgment, connect considerately, and think before posting
- Remember to use our disclaimer on the flyers you post.

Compliance says: Any such websites and pages must adhere to the Student Code of Conduct, any and all university policies, and NUSO webpage/site guidelines.



Matt Medeiros, NU Chief Compliance, Diversity and Ethics Officer. He's the Vice-Chair of NUSO BOD. Matt's super cool background includes a Public Policy degree from Johns Hopkins. Bonus: He's from Boston and knows his chowdah! (Helpful hint: Don't ever diss the Pats or the Sox in front of Matt!)

Here's what you can do to boost club membership and respect the privacy of your members at the same time.

We believe that learning about different social media modules enhances 21st century information literacy.

Remember to:

- Make your website.
- Put the SLOs on your website. (Align your website with SLO 1.)
- Tag #NUCSEA when posting on social.
- Put your club activities on your university-issued Portfolium account and get into our Effective Leadership Certificate of Completion pathway.

BONUS: tag the university on IG. NU's official social team loves hearing about cool stuff you're doing:  
@nationaluniversity

### Logo Guidelines

If your club is part of a larger national or state-wide org that has its own logo, you can use both NU's logo and the national org logo on promo items (fliers/apparel). There must be room on the item for both logos. The Agency at NUS must approve your logo. Send it to clubs@nu.edu. Approved apparel items are tee-shirts, onesies, writing implements, lanyards, and sweatshirts. Use the approved marketing colors and fonts.

“

Compliance and Legal want you to know: Student groups that post inappropriate or unlawful content may be disciplined for violations under the code of conduct. Sanctions may include disbanding the student organization; individual responsible members may also be subject to sanctions, including civil or criminal liability.

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[Click here for NU's Code of Conduct](#)

Clubs should download our social media best practices handout located in Bb.

# Advisors: What to Expect



Student org advisors act as community mentors and introduce students to best practices in the field of interest.

Anyone who works at NU can volunteer to be a student organization advisor. This includes adjunct faculty and staff.\*

## Roles of advisors: Submit Advisor Agreement form

- Ensure the Student Organization has completed all registration documents (per CSEA website),
- Ensure that the NU Student Registration and Liability Form is filled out by all new members;
- Ensure organization timely completes required paperwork to Center for Student Engagement and Activities (CSEA) and provide oversight and support for any activities the organization might have.
- Provide oversight and support for the organization with respect to a financial accounting for the event and ensure that accounting is turned in in accordance with the NU Student Organization Handbook.
- Remain at events that require medical oversight.

## Some QUICK advisor FAQs

**Q:** In the past, advisors had to sign the CRF. Is that still true under the new handbook policies?

**A:** Nope! Just make sure your club president/chair and treasurer/finance chair sign it. Send it to [clubs@nu.edu](mailto:clubs@nu.edu) with all accompanying docs.

**Q:** I am an advisor for a club. This is time-consuming. Do I get paid?

**A:** Not monetarily! Just in terms of your heart getting bigger and with the thanks of our amazing students!

**Q:** What happens if I can no longer serve as advisor to the student org?

**A:** The club should ask another faculty or staff member. Should the advisor be unable to fulfill her/his duties, the student organization will be suspended until such time as a new advisor can commit to the organization.

\*Remember: 1. Being an advisor cannot interfere with the execution of your employment duties with the university, and 2. This is strictly an optional, voluntary position outside the scope of your university position, unless otherwise agreed to and approved by the university in writing.

## Read the fine print: Stuff NUSO wants you to know, so you can maintain club status.



### Don't Discriminate. Don't Harrass.

Membership and all privileges, including voting and officer positions, must be extended to all students without regards to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, generic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

Just make sure they also meet the minimum requirements for membership, too. (See starting a new club section)

### Club names

All student organizations must have this sequence in their student organization name: Name @NU or Club Name at National University. Any name that distracts from the learning environment or is offensive is prohibited.

Registered student organizations are responsible and liable for the actions and behaviors of their members and officers. Any damages to persons or property would need to be covered by the personal insurance of the participants.

Insurance  
fine print -->

### Stay Current and Active

Let us know you exist and active. Have new officers? Let us know about them within 30 days of filling the role. Remember: you must show activity for 90 consecutive days to maintain your org. The easiest way to do this is to attend ICC.

#### Denying or revoking club/organization status

Eligible organizations are permitted to register and maintain registration during the calendar year, **unless** National University finds that the student organization:

- Seeks to accomplish its objectives, goals and purposes, or activities using or inciting violence; or
- Engages in activities that materially or substantially interfere with the discipline and normal activities of the
- University or with the rights of others; or
- Exclusively seeks personal gain; or
- Engages in activities that present a danger to
- property, personnel, and/ or orderly function of the University; or
- Refuses to comply with federal or state laws, including the American with Disabilities Act of 1990, the Board of Trustees, or
- University rules and regulations.

Stay virtual. Stay Safe.

NUSO:

**On and Off -campus club activities by student organizations are not permitted during COVID-19.**

Students are permitted to conduct volunteer work and other forms of philanthropy as individuals, but not as members of student groups. Students are required to follow local, state, and federal COVID-19-prevention guidelines.

Your Club: But we are already exposed to COVID through our jobs or clinicals.

NUSO: We know, but this is the rule until further notice.

Participation in clubs is voluntary and NUSO can't permit the risk. Sorry.

Failure to meet financial obligation to National University, including not depositing funds into their three-digit university-issued account or going through the formal reimbursement or check request process; or The club has been inactive for more than three (3) consecutive months by any one or combination of: failing to hold regular meetings; lacks three (3), active principal members (as evidenced through registration form data); or demonstrates other signs of inactivity.

In denying or revoking registration, National University retains the right, and the student organization expressly agrees, to cancel the registration of the organization for any reason at any time, including, but not limited to:

- Individual members' past or current conduct
- Student group organization's past conduct
- Student group stated objectives

If registration is denied or revoked by NUSO BOD, the group may appeal the decision unless the denial or revocation was initiated under the Student Code of Conduct. Appeal of any such decision may be made to the Office of Student Equity within 30 days of the notice of the withdrawal of the student organization's registration.



# #NUCSEA

Official Instagram and Twitter of NU



Lemme take a selfie

**Center for Student Engagement and Activities**  
**clubs@nu.edu**  
**nu.edu/csea**  
**858.541.7714**